

How to set up your Fraud Guard account

Step 1: Create an account

Go to the Pima County Recorder [Self-Service Public Portal](#) and click on the **Fraud Guard** button.

The screenshot shows the Pima County Recorder Self-Service Web portal. The page has a blue header with the Pima County Recorder logo and the text "Self Service Web". There are three navigation buttons: "Log in", "Home", and "cart". Below the header, there is a "Please log in" prompt. The main content area is divided into several sections:

- Home Instructions:** Welcome to the Pima County Recorder Self-Service System. Select the option [Official Records Search - Web](#) on this screen to search for documents recorded since 1982. For older documents, use the [Historical Index Search](#). For more search tips, visit our [Public Search & Document Purchasing Instructions](#). If you have a subscription with Pima County, click on Log In and enter your User ID and password. If your password doesn't work, click on "Reset Password" to change your password. For further assistance with logging in, contact the Recorder's Office at (520) 724-4350 or webmaster@recorder.pima.gov.
- Official Records Search - Web:** Search official records. Request digital copies and certified copies of documents.
- Fraud Guard:** Fraud Guard is a simple way to help you prevent from being the victim of property fraud. Register your individual or business name, and when a document is recorded with your name on it you will be notified via email. This gives you early warning of property fraud being committed in your name. (This section is circled in red in the image.)
- Historical Index Search:** View indexes for official documents recorded since 1865.
- Record a Document:** The Recorder's office accepts many documents online. Create an account for our online portal, enter some basic information, upload an image of your document, and pay with a credit card. It's quick and convenient!
- Become a Subscriber:** If you frequently purchase documents from our Self-Service Web Portal, you may benefit from becoming a subscriber. Click here to learn more.

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On the next page, click on the **Sign Up** button:

The screenshot shows the Pima County Recorder Self-Service Web portal's Fraud Guard disclaimer page. The page has a blue header with the Pima County Recorder logo and the text "Self Service Web". There are three navigation buttons: "Log in", "Home", and "cart". Below the header, there is a "Please log in" prompt. The main content area is titled "Subscribe to Fraud Guard Alerts" and contains the following text:

Welcome to Self Service Fraud Guard!

Fraud Guard is a simple way to help you prevent from being the victim of property fraud. Register your name and when a document is recorded with your name on it you will be notified via email. This gives you early warning of property fraud being committed in your name.

To change your alerts or to unsubscribe from Fraud Guard, log in and go to your Alerts page.

Once you have signed up a confirmation email will be sent to your email address.

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At the bottom of the page, there are two buttons: "Sign Up" and "Login". The "Sign Up" button is circled in red in the image.

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Fill out the Registration Form and then click on the Submit button at the bottom of the page. A verification link will be sent to your email address. Click on the link in the email to verify your email address and activate your account.

Self-Service

pimacountyaz-web.tylerhost.net/web/user/register

 **Pima County Recorder**
Self Service Web

Please log in

User Registration Instructions

Fields with * are required.
Create your own UserID and Password.
Passwords must be at least 8 characters
long and cannot begin with a special
character.

Add Account Details

UserID *

Email Address *

Password *

Confirm Password *

Profile Information

First Name *

Last Name *

Phone Number *

Company

Mailing Address

Mailing Address *

Address 1 *

Address 2

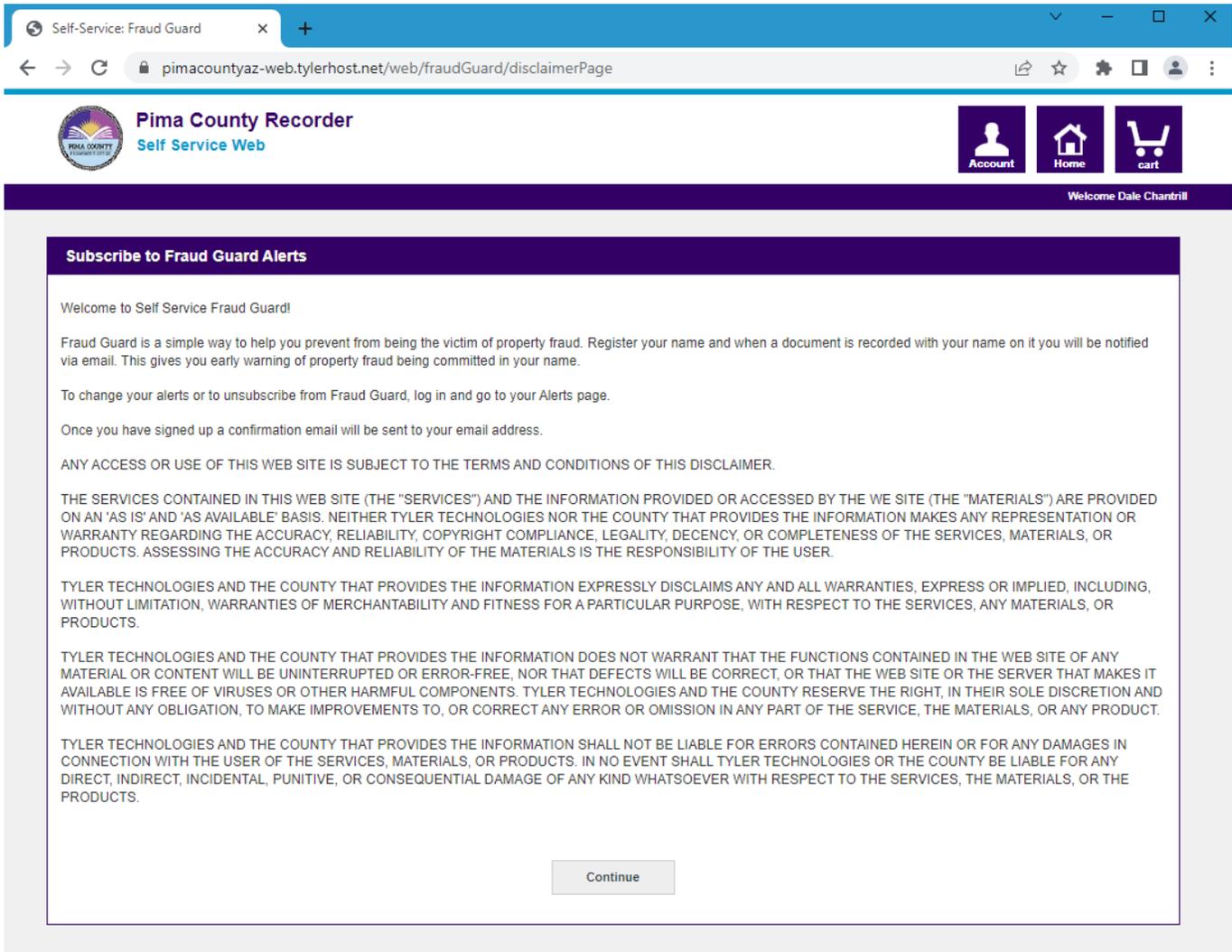
City * **State *** **Zip ***

Billing Address

Same as Mailing Address

Step 2: Set up your Fraud Guard alerts.

Go to the [Self-Service Public Portal](#) and click on the **Fraud Guard** button as shown above. Then click on the **Login** button and log in with the UserID and Password you provided on the Registration form. Then click on the Continue button at the bottom of the disclaimer page.



The screenshot shows a web browser window with the address bar displaying "pimacountyaz-web.tylerhost.net/web/fraudGuard/disclaimerPage". The page header includes the Pima County Recorder logo and "Self Service Web" text. Navigation icons for Account, Home, and Cart are visible. A user greeting "Welcome Dale Chartrill" is shown in the top right. The main content area is titled "Subscribe to Fraud Guard Alerts" and contains the following text:

Welcome to Self Service Fraud Guard!

Fraud Guard is a simple way to help you prevent from being the victim of property fraud. Register your name and when a document is recorded with your name on it you will be notified via email. This gives you early warning of property fraud being committed in your name.

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Continue

On the Fraud Guard page, follow the instructions to add alerts for the individuals or businesses for which you wish to be notified. Type an individual name (last name first) or business name in the text box on the left, then click the **Add Alert** button to add the name to your list of alerts on the right. Use the **Refine my Alert** button to create an alert on multiple names. Be sure to click the **Save** button at the bottom-right corner when you have finished.

The screenshot displays the 'Fraud Guard' interface within the Pima County Recorder Self Service Web. At the top, the browser address bar shows the URL 'pimacountyaz-web.tylerhost.net/web/fraudGuard/account'. The page header includes the Pima County Recorder logo and navigation icons for Account, Home, and cart. A welcome message for 'Dale Chantrill' is visible in the top right.

The main content area is titled 'Fraud Guard' and contains a note: 'Note: Alerts are not saved until you click "Save"'. Below this, there are instructions for 'Individual Name Tips' and 'Business Name Tips'. The 'Individual Name Tips' section states: 'Enter your full last name and the first three letters of your first name. For hyphenated last names, enter each last name as a separate name search. To see the frequency of notifications you will receive, enter your name (last first) into the search field for both names on the search page.' The 'Business Name Tips' section states: 'Enter the first part of your business name, but do not enter generic business descriptors like 'Company', 'Incorporated' or 'LLC'. Do not enter punctuation. To see the frequency of notifications you will receive, enter your business name into the search field for both names on the search page.' A note at the bottom of the instructions says: 'To Unsubscribe remove all added alerts and click "Save". When you have finished modifying your alerts and have clicked "Save" to save them, please click the "Account" icon at the upper right and log out.'

The interface is divided into two main sections: 'Add Fraud Guard Alerts' and 'My Alerts'. The 'Add Fraud Guard Alerts' section features a dropdown menu set to 'Individual' with a search input field containing 'DOE JOHN'. Below it, another search input field contains 'DOE JANE'. A dropdown menu is open, showing options for 'Individual', 'Business', and 'Both Names'. A '+ Refine my Alert' button is located below the search fields. An 'Add Alert' button is positioned at the bottom right of this section.

The 'My Alerts' section is titled 'My Alerts' and contains a sub-section 'Individuals' with the text 'DOE JOHN and DOE JANE'. To the right of this text are edit and delete icons.

At the bottom of the page, there is a 'Back' button on the left, a 'Last Saved: Tue Jul 18 09:48:15 MST 2023' timestamp in the center, and a 'Save' button on the right. The footer contains the copyright information: '© Copyright 2014-2022 Tyler Technologies | Version 2022.1.38'.